

**Luong, Kit**

---

**From:** Luong, Kit  
**Sent:** Wednesday, May 25, 2005 4:10 PM  
**To:** Collins, Deneen  
**Subject:** RE: NAHJ

**Tracking: Recipient**

Collins, Deneen

c=us;a= ;p=Tribune  
Company;o=Exchange;s=Collins;g=Deneen;

**Delivery**

Delivered: 5/25/2005 4:12  
PM

**Read**

Read: 5/25/2005 4:15  
PM

Deneen,

I am more than happy to help out, but need help with setting up booth. I have never done it before. Is there a manual or instructions come with it. Please advise.

Kit

-----Original Message-----

**From:** Collins, Deneen  
**Sent:** Wednesday, May 25, 2005 2:23 PM  
**To:** Luong, Kit  
**Subject:** FW: NAHJ

Hi Kit,  
Hope all is well.

I left you a voicemail also. Thanks for joining us at NAHJ's conference. I'll change the name on the registration and send you a confirmation.

Mary Formosa will be attending and will be the only HR person besides yourself. Anthony Maisel and Jill Manuel (CLTV) will be on hand for critiques.

Mary is asking if you can set-up and breakdown the booth as she will not arrive in time to do so and has to leave before the breakdown schedule.

The set-up date/time is Wednesday, June 15th from 8am-5pm. The breakdown is Friday, June 16th from 5pm-8pm; Saturday, June 18th from 8am-2pm.

We certainly appreciate your help and look forward to you partnering with us.

Please let me know. Thanks.

Regards,  
Deneen Y. Collins  
HR/Diversity Coordinator  
Tribune Company  
312/222-5749  
312/222-2595 (fax)  
dycollins@tribune.com

6/12/2006

*"Weaving diversity into daily operations"*

-----Original Message-----

**From:** Ramirez, Myrna  
**Sent:** Tuesday, May 24, 2005 2:34 PM  
**To:** Collins, Deneen; Ramirez, Myrna  
**Cc:** Luong, Kit  
**Subject:** RE: NAHJ

Thanks.

*Myrna Ramirez  
Tribune Broadcasting  
VP/Human Resources  
312/222-4472  
312/527-8556 (Fax)*

-----Original Message-----

**From:** Collins, Deneen  
**Sent:** Tuesday, May 24, 2005 2:16 PM  
**To:** Ramirez, Myrna  
**Cc:** Luong, Kit  
**Subject:** RE: NAHJ

Myrna,  
Okay, I'll take care of it.  
Deneen

Regards,  
Deneen Y. Collins  
HR/Diversity Coordinator  
Tribune Company  
312/222-5749  
312/222-2595 (fax)  
dycollins@tribune.com  
*"Weaving diversity into daily operations"*

-----Original Message-----

**From:** Ramirez, Myrna  
**Sent:** Tuesday, May 24, 2005 1:35 PM  
**To:** Collins, Deneen  
**Cc:** Luong, Kit  
**Subject:** NAHJ

Deneen,

Kit Luong will attend NAHJ in my place. Please transfer my registration to him if you can...thanks.

*Myrna Ramirez  
Tribune Broadcasting  
VP/Human Resources  
312/222-4472  
312/527-8556 (Fax)*

6/12/2006